



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

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Association of Bay Area Governments

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City and County of San Francisco

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Napa County and Cities

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U.S. Department of Transportation

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Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

January 13, 2010

MINUTES

Attendance

Chair Bates called the meeting to order at approximately 11:33 a.m. Committee members present were: Commissioners Daly, Dodd, Glover, Kinsey, Haggerty and Tissier. Other commissioners present were: Chu, Giacomini, Lempert, Rein-Worth, Rubin, and Spring.

CONSENT

Chair Bates informed the Committee the following two items were being removed from the Consent Agenda and will be presented at the February 2010 Administration Committee meeting:

2d) Contract – Streetsaver Training and Guidance Services: Nichols Consulting Engineers, Chtd. and

2e) Contracts – Pavement Management Technical Assistance Program (P-TAP) Round 11.

Chair Bates moved to approve the Consent Agenda and was seconded by Commissioner Dodd. Motion was approved unanimously.

Minutes

The Committee received and approved as written the meeting minutes of December 9, 2009.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of November: Operating Income through November 2009; Report of Operating Expenditures for FY 2009-10 through November 2009; Report of Capital Projects for FY 2009-10 through November 2009; FY 2009-10 Contract Services Disbursement Report for November 2009. For the month of November 2009, the monthly financial report listed ten (10) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through November 2009.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of November 2009.

Resolution No. 3241, Revised – Reauthorization of MTC Investment Policy

The Committee referred MTC Resolution No. 3241, Revised to the Commission for clarification to the broker rating requirements. The policy would change the minimum rating of brokerage firms from “A” to “A-”. In addition the Committee is recommending a clarification to the ratings for the safekeeping of MTC securities. The change clarifies that the minimum rating is in the “A” category.

Resolution No. 3907, Revised – FY 2009-10 MTC Agency Budget

The Committee referred MTC Resolution No. 3907, Revised increasing the operating budget by \$37.4 million to the Commission for approval.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 11:38 a.m. The next Committee meeting date will be on February 10, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.